

County of San Mateo - Qualified Life Events

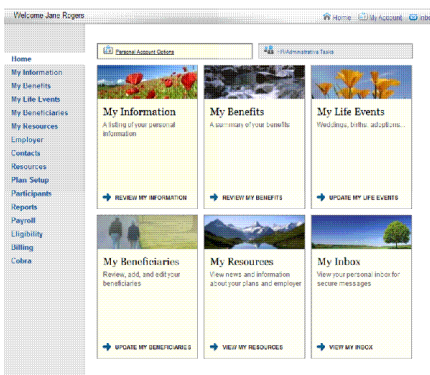
The County of San Mateo provides the opportunity to self-report certain qualified life events. These changes must be submitted within 31 days of the event taking place. The following are qualified life events authorized by the County of San Mateo to be submitted via BeneSmart® Self Service anytime during the year. Events that cannot be reported via Self Service must be reported through your Human Resources department.

Qualified Life Events

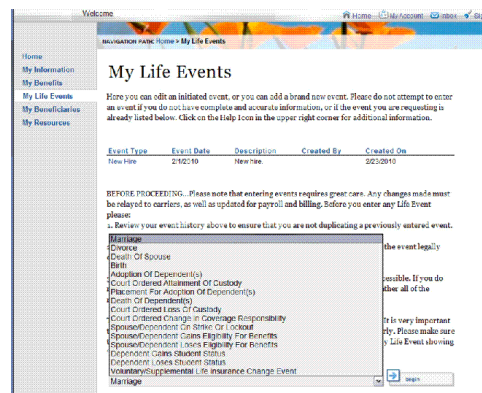
- Adoption of Dependent
- Birth
- Cost of Daycare Decreases
- Cost of Daycare Increases
- Death of Dependent
- Death of Spouse
- Divorce
- Marriage
- Dependent Gains Eligibility for Benefits
- Dependent Loses Eligibility for Benefits

When submitting a qualified life event:

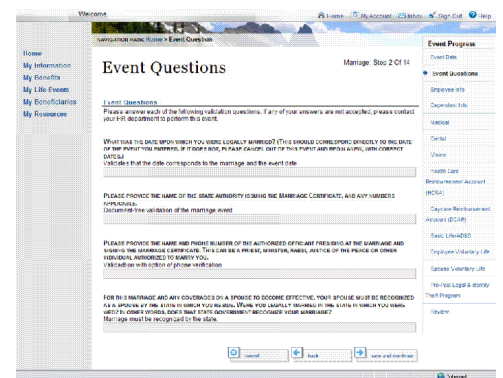
- You may only change coverage that is consistent with the life event reported. Example: a birth event will only allow the addition of a dependent and coverage election for that dependent. This event will not allow benefits or dependent coverage to be removed. Additionally, it will not allow you to change plans but rather add your dependent to your current plans.
- Some events may be placed in a pending status for review by the County of San Mateo's Human Resources. In most cases, you will be required to complete the Qualifying Life Event Change Form, found on the home page. If you are required to submit additional information or documentation, you will receive notification via email.
- **Please be advised that the County of San Mateo requires verification of all covered dependents. Upon completion of your Qualified Life Event, you will be notified to submit Verification of Eligibility for any newly enrolled dependents. Such verification could include a copy of: Marriage Certificate, Birth Certificate, Court Documents, etc.**
- Make sure you have completed your event by selecting “finish” on the review screen.



Select “My Life Events” from the home page, then click “Update My Life Events.”



Click “begin” to continue and choose the event from the available list of qualified life events.



Click “save and continue” to advance through each step. Click “finish” to complete your update or addition of your qualified life event.